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THRU : **Director of Training**  
**Chief, Plans and Policy Staff**  
**Educational Specialist**

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**Attendance at Professional Meetings**

1. Paragraph 5 of DTR's memo of 10 September 1959 to the undersigned stated the following:

"In order to improve the high standards of training set by this Agency it will be necessary for you to keep abreast of educational developments in outside sources, particularly Governmental agencies, both civilian and military, ascertaining how the latest developments and techniques may be integrated into our training programs whenever applicable."

2. In compliance with the intent of the above quotation, the undersigned requests approval to plan for attendance under Agency sponsorship at the following professional meetings. If attendance at both is contrary to the best interests of OTR because of budget limitations and the like and a personal choice must be made, I request approval to attend b since it is a workshop type of meeting and this organization enjoys a very favorable and wide-spread reputation for a high type workshop. You may recall that Jack [redacted] attended their Management Laboratory during the summer of 1959 and felt that this was time very well spent and valuable in contributing to his work.

a. American Society of Training Directors annual conference, 2-6 May 1960, St. Louis, Missouri. (I have been a member of this organization for about the past 6 years--attended the 1957, 1958, and 1959 conferences under Government sponsorship.)

b. Summer Laboratory for Educational Leaders, 17 July - 5 August 1960, Gould Academy, Bethel, Maine. (This is the Second Annual Workshop, sponsored by National Training Laboratories, Division of Adult Education Service of the National Educational Association.)

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